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राज्य सरकार तथा अन्य राज्य प्राधिकारियों द्वारा जारी किये गये कानूनी आदेश तथा अधिसूचनाएं।

EDUCATION (Gr. IV) DEPARTMENT

NOTIFICATION

Jaipur, July 30, 2021

S.O.119 .-In exercise of the powers conferred by sub-section (3) and (4) of section 29 of the Apex University, Jaipur Act, 2018 (Act No. 27 of 2018), the State Government hereby approves the following Statutes of the Apex University, Jaipur, and publish the finally approved Statutes as required by sub-section (5) of section 29 of the said Act, namely:-

"STATUTES OF THE APEX UNIVERSITY, JAIPUR

In exercise of the powers conferred by sub-section (1) and (2) of section 29 of the Apex University, Jaipur Act, 2018 (Act. No. 27 of 2018), the Board of Management of the Apex University, Jaipur hereby makes the following Statutes, namely:-

PART–1
PRELIMINARY

1. Short title and commencement.- (1) These Statutes may be called the Statutes of the Apex University, Jaipur.

(2) They shall come into force from the date of their publication in the Official Gazette by the State Government.

2. Definitions.- (1) In these Statutes, unless the context otherwise requires,-

(a) *"Act''* means the Apex University, Jaipur Act, 2018 (Act No.27 of 2018);

(b) "Authorities of the University" means authorities specified in section 21 of the Act and includes authorities declared by these Statutes; and

(c) "Board'' means Board of Management of the Apex University, Jaipur.

(2) The words and expressions used herein and not defined in the Statutes have the meaning respectively assigned to them in the Act.

PART-2
CONSTITUTION, MEETINGS, POWERS AND FUNCTIONS OF THE AUTHORITIES

CHAPTER–1
THE BOARD OF MANAGEMENT

3. Composition of the Board of Management.- (1) The Board of Management shall consists of members specified in section 22 of the Act**.** The tenure of nominated members of the Board of Management referred to in clauses (c), (d), (e) and (g) of sub-section (1) of section 22 of the Act shall be three years from the date of their nomination.

(2) No person shall continue to be a member of the Board of Management in more than one capacity and whenever a person becomes such member in more than one capacity, he shall, within two weeks thereof, intimate to the Member-Secretary, in writing, as to the capacity in which he desires to be such member and vacate the other seat, failing which the seat held by him earlier in point of time shall be deemed to have been vacated. The seat so vacated shall be filled as per the provisions of the Act.

(3) Nomination of members referred to in clauses (c), (d), (e) and (g) of section 22 of the Act shall not be made for more than two consecutive terms:

Provided that such member who have completed two consecutive term may be nominated after a gap of three years.

4. **Meetings of the Board of Management.-** (1) The meetings of the Board shall be convened by the Chairperson. The Chairperson shall preside over the meetings of the Board. In the absence of the Chairperson at any meeting of the Board, for any reason whatsoever, a member of the Board, nominated by the Chairperson, shall preside over such meeting.

(2)The Member-Secretary shall, under the direction of the Chairperson, give a notice of not less than ten days, for the meeting of the Board:

Provided that if the date fixed for the meeting is changed to a date later than the date fixed, fresh prior notice of not less than 24 hours shall be necessary.

(3) The Member-Secretary shall issue, at least five days before the date of a meeting, the agenda showing the business to be brought before the meeting. The Member-Secretary shall endeavour to ensure and confirm the receipt of the same by every member by e-mail and/or telephone at least two days prior to the date of meeting.

(4) The Chairperson may, at his discretion, convene an urgent meeting of the Board at a short notice of not less than two days. The Member-Secretary shall, alongwith the notice of such urgent meeting, send a statement of business to be transacted at the meeting to all concerned at least one day in advance by messenger, fax or e-mail and shall endeavour to get confirmed, the receipt of the notice by every member, at least twelve hours before such meeting. Such urgent meeting, if convened, shall be treated as a meeting under sub-section (3) of section 22 of the Act.

(5) Any member who wishes to move a proposal to be included in the agenda of a meeting shall forward a copy of such proposal to the Member-Secretary so as to reach him not later than seven days before the date fixed for such meeting. The Member-Secretary shall place all such proposals received from the members of the Board for inclusion on the agenda before the Chairperson in time, who shall direct the Member- Secretary to include in the agenda such proposals as are, in his discretion, admissible.

(6) If the quorum is not present within thirty minutes after the appointed time for a meeting, the meeting shall be adjourned. The Member-Secretary shall make record of the fact which

shall be signed by the Chairperson. If at any point of time during the progress of the meeting, any member calls attention to the number of members present, the Chairperson shall, within a reasonable time, count the number of the members present, and, if a quorum is not present he shall adjourn the meeting. Any such adjournment shall be recorded by the Member-Secretary and shall be signed by the Chairperson.

(7) The Chairperson may convene a meeting to consider matters which, in his opinion, are urgent giving a notice shorter than seven days.

(8) At an adjourned meeting, no business, other than that on the agenda of the original meeting, shall be taken up for consideration.

(9) The Chairperson or any other person nominated by him in his absence, shall be the sole judge of any point of order raised at a meeting.

(10) Every question shall be decided by a majority of votes of the members present and voting. In case of equality of votes, the Chairperson or any other person nominated by him in his absence, shall have a casting vote in addition to his vote as a member.

(11) A member who dissents from a decision of the Board and expresses a desire to give a note of dissent shall always be brief and be confined to the main point at issue. Personal reference of any kind as also attributing of motives shall invariably be avoided. The dissenting note given by a member shall be circulated along with the proceedings of the meeting.

(12) After every meeting or adjourned meeting of the Board, the Member Secretary shall within ten working days prepare the draft of the minutes and shall submit the same to the Chairperson for approval. The Chairperson may make such alterations as necessary and shall approve the same after corrections, if any. The minutes so approved by the Chairperson shall be sent to all the members of the Board of Management for confirmation, whether they were present at the meeting or not. The minutes of the meeting, after confirmation shall be uploaded on the website of the University and shall not be removed.

5. **Additional Powers and Functions of the Board of Management.-** In addition to the powers and functions specified in section 22 of the Act, the Board shall have the following additional powers and perform the following functions, namely:-

(i) to hold, control and administer property and funds of the University;

(ii) to administer any fund or resources placed at the disposal of the University for a specific purpose;

(iii) to manage and invest money belonging to the University;

(iv) to enter into, vary, carry out, confirm and cancel contracts on behalf of the University;

(v) to borrow money or raise loans for the purpose of the University on the security of the property of the University or any other security;

(vi) to approve the appointment of Officers, other than the Chairperson, President, Registrar and the Deans of the Faculties, teachers and to define their duties, emoluments and conditions of service subject to the provisions of these Statutes;

(vii) to determine the form, provide for the custody, and regulate the rules of the Common Seal of the University;

(viii) to arrange for holding of examinations and preparing results thereof;

(ix) to ensure maintenance of proper standards of excellence in teaching and examination in consultation with Academic Council;

(x) to acquire copyrights, trade-marks, patents or the like for any intellectual property produced or created by the University;

(xi) to enter into collaboration with other Universities/Institutions within or without India for promotion of academic excellence, research and consultancy etc;

(xii) to determine scales of salaries of employees which shall not be less than the scales prescribed by the UGC/Regulating Bodies/State Government;

(xiii) to create or abolish any teaching or non-teaching post(s) as per the norms of Regulating Bodies; and

(xiv) to create new department, abolish or restructure existing department in the University as per the provisions of the Act and the regulation of the Regulating Bodies.

CHAPTER–2
THE ACADEMIC COUNCIL

6. Composition of the Academic Council.- (1) The Academic Council shall consist of the following, namely:-

(i) the President;
(ii) the Pro-President;
(iii) the Deans of the Faculties;
(iv) the Heads of the University Department;
(v) the Conveners of the Board of Studies; and
(vi) three persons co-opted by the Academic Council possessing special attainments in particular studies and who are not teachers in the University.

(2) The term of office of a member, other than ex-officio member, of the Academic Council, shall be three years. No person shall continue to be member of the Academic Council in more than one capacity. Whenever a person becomes such member in more than one capacity, he shall, within two weeks thereof, intimate to the Member-Secretary (Registrar), in writing, as to the capacity in which he desires to be such member and vacate the other seat; failing which the seat held by him earlier in point of time shall be deemed to have been vacated.

7. Meeting of the Academic Council.- (1) The President shall preside over the meeting of the Academic Council. In the absence of the President, Pro-President shall preside over the meeting. Meeting of the Academic Council shall be held at least twice in a year.

(2) The Registrar shall act as Member-Secretary of the Academic Council. The Member Secretary shall under the direction of the President circulate a written notice of not less than seven days together with a copy of the agenda to the members of the Academic Council:

Provided that if the date fixed for meeting is changed to a date later than the date fixed, fresh prior notice of not less than 48 hours shall be necessary.

(3) The quorum for a meeting of the Academic Council shall be five members including the President. If the quorum is not complete within thirty minutes after the time appointed for the meeting, the meeting shall not be held and the Member-Secretary shall make a record of the fact and the same shall be signed by the President.

(4) If, at any point of time during the progress of a meeting, any member calls attention to the number of members present, the President shall, within a reasonable time, count the number of members present, and if a quorum is not present, he shall adjourn the meeting. Every such adjournment shall be recorded and shall be signed by the President.

(5) The President may convene a meeting to consider matters which, in his opinion, are urgent giving a notice shorter than seven days.

(6) The rulings of the President in regard to all questions of procedure in respect of the meetings of the Academic Council shall be final.

(7) Decisions at the meetings of the Academic Council shall be taken by a majority vote of the members present and voting at the meeting. The President shall be entitled to exercise a casting vote in case votes are equally divided.

(8) The proceedings of the meetings of the Academic Council shall be recorded by the Member-Secretary. In the absence of the Member-Secretary, the President shall appoint any other person to act as Member-Secretary.

8. Powers and functions of the Academic Council.- The Academic Council shall exercise the following powers and perform the following functions, namely:-

(i) to make, amend and cancel Regulations laying down courses of study and curricula as per Schedule-II of the Act and permission granted under section 4 of the Act, subject to the approval of the Board;

(ii) to propose to the Board, Ordinances concerning admission to the University or to its examinations, courses of study and curricula, schemes of examination and attendance: provided that proposals regarding courses of study and curricula and schemes of examination as per Schedule-II of the Act and permission granted under section 4 of the Act, shall be made after consulting, if necessary, a Department, Board of Studies/Faculty concerned;

(iii) to make proposals regarding the maintenance of standards of teaching and examination;

(iv) to advise the Board regarding teaching posts in a particular subject/ specialities;

(v) to advise the Board regarding the institution of the Board of Studies and their strength after consulting the recommendations of the Faculty concerned;

(vi) to advise the Board in preparation of proposed fee structure prepared for approval under section 33 of the Act;

(vii) to advise the Board regarding equivalency of examinations and lateral entry recognition of examinations of other bodies as per the regulations/guidelines of Regulating Bodies;

(viii) to advise the Board regarding University Library and the appointment of a University Library Committee;

(ix) to advise the Board regarding the conditions of award and tenure of University Scholarships and other benefits;

(x) to refer matters to Faculties and the Boards of Studies;

(xi) to promote research;

(xii) to advise the Board regarding all academic matters;

(xiii) to report on any matter referred to or delegated to it by the Board;

(xiv) to issue directions regarding methods of instructions, coordination of teaching, evaluation of research and maintenance and improvement of academic standards;

(xv) to promote coordination between various Faculties, Departments, and collaboration between the University and other institutions of higher learning and constitute such committees as may be deemed necessary for the purpose;

(xvi) to consider matter of general academic interest either on its own initiative, or on a reference by a Faculty, Department and to take appropriate action thereon;

(xvii) to move proposals to the Board for approval regarding creation, abolition, sub-division etc. of Faculties, Departments, Boards of Studies and the like, of the University;

(xviii) to consider and recommend to the Board proposals submitted by any Board of Studies, Faculty or Research Board in respect of courses of study and research programmes as per prevailing UGC Regulations wherever applicable;

(xix) to recommend to the Board the appointment of visiting Professors, Emeritus Professors, consultants and scholars as per UGC norms;

(xx) to recommend for approval to the Board any rules and regulations for the award of the degree of M.Phil. and Doctor of Philosophy as per UGC Regulations;

(xxi) to consider proposals for admitting thesis for the award of degree of M. Phil and Doctor of Philosophy in relevant Faculty of the University which has qualified teachers, infrastructure facilities and post graduation programs as per UGC Regulations;

(xxii) to make recommendation to the Board with regard to,-

(a) the Degrees, Diplomas and Certificates to be awarded by the University and the conditions for their award;

(b) the creation or abolition of posts required for teaching in the University;

(c) the classification of the posts referred to in sub-clause (b) above and the duties attached thereto as per UGC norms and or statutory Regulating Bodies;

(d) fixation of remuneration payable to the examiners;

(xxiii) to constitute Equivalence Committee of expert members to recognise Degrees, Diplomas or Certificates of other Universities or Institutions and to determine their corresponding value in relation to the Diplomas and Degrees of the University in accordance with the provisions of Association of Indian Universities, University Grants Commission and any other like national body or authority and policies of the Government:

Provided that all such decisions regarding equivalence shall be given vide publicity through university notifications and publication on website.

(xxiv) to recommend institution of stipends, scholarships, medals and prizes and to fix, subject to any conditions accepted by the Board, the time mode and conditions of award of fellowships, scholarships, medals and other prizes;

(xxv) to recommend to the Board an academic calendar including examination schedule for all the courses covered under semester/ annual scheme;

(xxvi) to suggest such forms, formats of documents and registers as are, from time to time, prescribed by the Act, Statutes, Ordinances, Rules or Regulations; and

(xxvii) to perform, in relation to academic matters, all such duties and to do all such acts as may be necessary for the proper carrying out of the provisions of the Act, Statutes, Ordinances or Rules.

CHAPTER–3
THE FACULTIES

9. **Faculties of the University.-** Subject to the provisions of the Act, the University shall have the Faculties for the subjects mentioned in Schedule-II of the Act and permitted subjects under Section 4 of the Act:

Provided that the courses taught by the faculties shall bear the titles of programmes as per the UGC Regulations regarding specified degrees.

10. **Composition and term of office of Faculties.-** (1) Each Faculty shall consist of following, namely: -

(i) the Dean of the Faculty;

(ii) University Professors and Associate Professors in the subjects assigned to the Faculty;

(iii) all Heads of the Departments within the Faculty;

(iv) two members co-opted by the Faculty concerned from among the teachers of the Faculty;

(v) three persons not being teachers in the University to be co-opted by the Faculty; and

(vi) the Conveners of Board of Studies in the Faculty, who are not otherwise included under the foregoing clauses.

(2) Member of a Faculty other than ex-officio member shall hold office for a period of three years.

11. Meetings of the Faculties.- (1) Meeting of a Faculty shall be held whenever convened by the Dean or whenever advised by the President. One third of the members shall constitute the quorum.

(2) Notice of meeting of a Faculty shall be sent to each member by the Registrar on the directions of the President or on the advice of the Dean of Faculty stating the date, time and place of the meeting and also showing the agenda of the meeting. The period of notice shall be ordinarily of five days unless the Dean of the Faculty, for reasons of urgency, requires a notice of shorter period.

(3) The President may convene joint meetings of two or more Faculties for the purpose of considering any matter common to them and shall preside over such meeting. In the absence of the President, any Dean nominated by him shall preside over such meeting.

12. Functions of the Faculties.- Each Faculty shall perform the following functions, namely:-

(i) to recommend to the Academic Council course(s) of study, curricula and scheme (s) of examination, prepared by the Board of Studies in accordance with the provisions of Regulating Bodies;

(ii) to report to the Board of Management through the Academic Council, the institution, composition or abolition of any Board of Studies;

(iii) to recommend to the Academic Council the establishment, sub-division and abolition etc. of the Departments within the Faculties;

(iv) to consider any matter referred to it by the Board or the Academic Council;

(v) to consider any report or recommendation referred to the Faculty by the Board of Studies before making recommendations to the Academic Council;

(vi) to make suggestions or recommendations to the Board through Academic Council regarding organization of teaching or research or examination in the subjects concerned with the Faculty;

(vii) to recommend to the Academic Council conditions for the award of Degrees, Diplomas and other academic distinctions;

(viii) to refer any matter to the Board of Studies within the Faculty; and

(ix) any other function required to be performed under the Act, Statutes, Ordinances, or rules of the University.

CHAPTER–4
OTHER AUTHORITIES

13. **Other Authorities**.- In addition to the authorities specified under section 21 of the Act, the following shall be other authorities of the University, namely:-

(a) Board of Studies;

(b) Finance Committee;

(c) Research Board; and

(d) Publication Board.

14. Composition and term of office of the Board of Studies.- (1) There shall be a Board of Studies for each subject or group of subjects. The Board of Studies shall be constituted by the Faculty concerned for a period of three years. The number of the Boards of Studies in each

Faculty as also the members of each Board of Studies shall be determined by the Board of Management on the recommendations of the Academic Council and the Faculty concerned. The members of a Board of Studies shall not exceed five, out of which three of them shall be internal members and out of these three, one shall be Head of the Department and the remaining members shall be teachers of the Post-Graduate departments. There shall be at least one and not more than two external members on each Board of Studies. The Board of Studies shall elect a Convener from amongst its members.

(2) The Convener shall convene meeting of the Board of Studies. The quorum of the meeting shall be one half of the total members. The Dean shall have right to be present and speak at the meetings of the Boards of Studies relating to his faculty but shall have no right to vote in such meeting unless he is a member of the Board of Studies.

Explanation: 'Internal member' means a member who is a teacher in the University and 'external member' means one who is a subject expert and not connected with university in any manner.

15. Functions of the Board of Studies.- The Board of Studies shall perform the following functions, namely:-

(i) to recommend courses of study, curricula and scheme of examinations in its respective subject(s) and shall advise on all matters relating thereto referred to it by the Board of Management or the Academic Council or the Faculty concerned;

(ii) to bring to the notice of the Academic Council or the Board of Management matters connected with examination in its subject or subjects and may also address the Faculty concerned on any matter connected with the improvement of its courses;

(iii) to hold a joint meeting of two or more Boards of Studies, with the consent of the President, or on the advice of the Academic Council or the Board of Management, and act in concurrence and render a joint report upon any matter which lies within the province of such Boards of Studies. In such cases the joint meeting shall elect its own Chairman from amongst the Conveners of various Boards of Studies;

(iv) to prepare panels of examiners in their respective subjects:

Provided that no person shall be qualified for appointment as an examiner in final semester/annual examination in a subject unless he has taught the subject at least three years upto the standard of examination and possess five years' teaching experience in that subject.

Provided further that each Board of Studies shall prepare a panel consisting of,-

(i) all qualified internal examiners; and

(ii) as many external examiners as may be needed for conducting examinations of the university for a period of five years in each subject for each examination.

Provided also that in every final semester/annual examination at least 50% examiners shall be from higher educational institutions not connected with the University and which are not managed by the sponsoring body of the University;

(v) to advise the University Authorities on examination reforms; and

(vi) to advise the University Authorities on any matter referred to it.

16. Composition and term of office of the Finance Committee.- (1) There shall be a Finance Committee to advise the Board of Management on matters relating to Finance. It shall

meet at least once in a financial year. The Finance Committee shall be constituted for a term of three years. The Finance Committee shall consist of the following, namely:-

(i) the Chairperson;
(ii) the President;
(iii) two members nominated by the Board of Management, from amongst its members;
(iv) two members nominated by the sponsoring body;
(v) the Registrar; and
(vi) the Chief Finance and Accounts Officer - Member Secretary.

(2) The quorum of the meeting of the Finance Committee shall be four.

17. Functions of the Finance Committee.- The Finance Committee shall perform the following functions, namely: -

(i) to examine the Annual Budget Assessment and advise the Board thereon;
(ii) to review the accounts of the University and audit objections and replies thereto; and
(iii) to make recommendations to the Board on all matters relating to finance of the University and any development program of the University.

18. Composition and term of office of the Research Board.- (1) The Research Board shall consist of the following, namely:-

(i) the President - Chairman
(ii) Chairman of the Ethics Committee - Member
(iii) the Pro-President - Member
(iv) Head of each University teaching Department - Member
(v) the Deans of Faculties - Member
(vi) the Registrar - Member Secretary.

(2) One-third of the total members of the Research Board shall form the quorum. In the absence of the President, the Pro-President shall preside at the meeting. The recommendations of the Research Board shall be submitted to the Academic Council for its consideration. The Research Board shall meet at least twice in one academic session.

19. Functions of the Research Board.- The Research Board shall perform the following functions, namely:-

(i) to recommend the names of qualified teachers from post graduate departments of the University who are eligible for guiding research work as per prevailing UGC Regulations;
(ii) to suggest process of registration for Doctoral Degrees through entrance examination as specified in prevailing UGC Regulations;
(iii) to suggest ways to maintain quality and relevance of research and to ensure prevention of plagiarism;
(iv) to suggest mechanism to ensure compliance of prevailing UGC Regulations regarding M.Phil and Ph.D Degrees; and
(v) to perform such other functions, as may be assigned to it by the Board of Management or the Academic Council with regard to the maintenance of standards and promotion of research.

20. Composition and term of office of the Publication Board.- (1) There shall be a Publication Board. The Publication Board shall consist of the following, namely:-

(i) the President;

(ii) the Pro-President;
(iii) the Deans of the Faculties;
(iv) the University Librarian;
(v) Coordinator of university website.

(2) The Publication Board shall meet at least once in a year or whenever convened by the President. Five members shall form a quorum for the meeting of the Publication Board. The President shall be the Chairman of the Publication Board and in his absence the Pro-President shall preside.

21. Functions of the Publication Board.- The Publication Board shall undertake, with the sanction of the Board of Management, the publication of,-

(i) University Journal;
(ii) such of the results of post-graduate studies and research as the Board of Management may entrust for publication;
(iii) any other work, literary or scientific, considered suitable by the Academic Council;
(iv) text-books;
(v) University extension lectures or extramural lectures; and
(vi) Information required to be published as per norms of the Regulating Bodies and the State Government on website of the University.

PART–3
APPOINTMENT, POWERS AND FUNCTIONS OF THE OFFICERS

22. **Appointment and Removal of Chairperson.-** (1) the Chairperson shall be appointed as per provisions of section 12 of the Act.
(2) Any person appointed as Chairperson, if convicted by any court of the law, then it will be obligatory for the sponsoring body to remove such person from the post of Chairperson and suggest another name for the post of Chairperson for the consent of the State Government.

23. Additional Powers and functions of the Chairperson.- In addition to the powers and functions prescribed in section 12 of the Act, the Chairperson shall have the following powers and functions, namely:-

(i) to authorize and control all expenditure and payments made from out of the University funds;
(ii) to cause an inspection to be made, by such University Officer(s) or person(s) as he may direct, of the University, any of its Department, any examination, teaching and other work conducted or done by the University and cause an enquiry to be made in a like manner in respect of any matter connected with the University;
(iii) to make temporary appointment for a period not exceeding one year, of any teacher or officer of the University:
Provided that such candidates fulfill qualifications prescribed by Regulating Bodies.
(iv) to sanction the re-appropriation from one budget head to any other budget head from amongst the various heads except those relating to pay, allowance(s) and provident fund contribution; and
(v) to delegate any of his powers to any University officer or committee appointed by him.

24. Appointment of the President.- (1) The president shall be appointed as per provisions of section 13 of the Act and prevailing UGC Regulation for the post of Vice-Chancellor.

(2) The Board of Management shall constitute a search committee for inviting applications and short listing the names of persons eligible as per UGC Regulations to be appointed as President. The Committee shall suggest names of the persons qualified for appointment to the post of President within a period of one month.

(3) The committee shall consider the candidature of persons, who are distinguished academicians possessing the highest level of competence, integrity, morals and institutional commitment having ten years of experience as a Professor in a University system or in an equivalent position in a reputed research and/or academic administration organization.

(4) The Board shall prepare a panel of three to five persons, out of the names suggested by the Search Committee and recommend a panel containing three names to the Chairperson for appointment of the President.

25. Emoluments and Service Conditions of President.- The emoluments and other terms and conditions of the service of the President shall be according to the University Grants Commissions norms.

26. Powers and Functions of President.- The President shall have the following powers and perform the functions, namely:-

(i) to register his presence and speak at any meeting of any Authority or other body of the University but shall not be entitled to vote thereat unless he is a member;

(ii) to ensure faithful observance of the Act, the Statutes and the Ordinances, and to exercise all other powers necessary for this purpose;

(iii) to convene meetings of the Academic Council and joint meetings of the Faculties;

(iv) to give effect to any order of the Board regarding the appointment, dismissal or suspension of an officer or teacher of the University;

(v) to exercise general control in the University and exercise all powers relating to maintenance of discipline;

(vi) to constitute such standing and adhoc committees as he may consider necessary to assist him in the performance of duties of his office;

(vii) to grant leave of absence to any teacher and/or officer;

(viii) to grant or refuse permission to the University employees and teachers for consultation or practice, whether remunerative or not;

(ix) to suspend or to take disciplinary action against any teacher or against any employee holding a post in the University as per terms and conditions of service of University employees prescribed in these statutes;

(x) to appoint examiners from the various panels of examiners;

(xi) to exercise any power, if he is of the opinion that immediate action is necessary in any matter, conferred by or under the Act or the Statutes, on any Authority of the University and report to the Board at its next meeting the action taken by him in such matter; and

(xii) to delegate any of his powers and functions to any officer of the University or to a committee or a member of the staff of the University for a general or limited purpose.

27. Appointment of the Pro-President.- (1) The Pro-President shall be appointed by the Chairperson as per provisions of section 14 of the Act.

(2) when a temporary vacancy in the office of Pro-President occurs by the reason of leave, illness or otherwise, any officer of the university authorized by the chairperson shall carry on the office of the pro-president.

28. Functions and duties of the Pro-President.- The Pro-President shall perform following functions and duties namely: -

(i) to carry out functions and duties mentioned in section 14 of the university Act;
(ii) to assist the President in looking after the general administration of the University;
(iii) to maintain overall discipline on the campus;
(iv) to maintain law and order during examination days; and
(v) to perform any other function or to discharge any other duty entrusted or delegated to him by the Board, the Chairperson or the President.

29. Appointment of Registrar.- The Registrar shall be appointed by the Chairperson, on the recommendations of a Selection Committee consisting of the following:-

(i) the President;
(ii) an eminent educationist to be nominated by the Chairperson;
(iii) an eminent educationist to be nominated by the Board;
(iv) one member of the Board to be nominated by the Board from among its members; and
(v) one expert not connected with the University, having knowledge of the University administration to be nominated by the Chairperson of the University:

Provided that the Chairperson may, in consultation with Board of Management, appoint a professor or an officer not below the rank of Deputy Registrar of the university to function as Registrar in an officiating capacity, so that the functions of the Registrar are not hampered during the process of selection of the Registrar.

30. Qualifications for the post of Registrar.- The qualifications of Registrar shall be as per the guidelines or regulations issued by the UGC, from time to time:

Provided that minimum qualifications shall not be insisted upon for candidates who have served as Registrar or Deputy Registrar in other Universities for at least 2 years or who have served in State or Central Government administrative service and who have not completed age of 70 years.

31. Powers and functions of Registrar.- The Registrar shall have the following powers and functions, namely:-

(i) to act as the custodian of the Common Seal, buildings, gardens, records, library and such other property of the University;
(ii) to act as the Member-Secretary to the Board of Management and the Academic Council but would not have right to vote but would be authorized to express his views or ideas and participate in the discussions at par with the other members;
(iii) to conduct with the approval of the President, official correspondence on behalf of the University;
(iv) to issue notices, under the instructions of the President and in exercise of the provisions made in the Statutes, Ordinances, concerning all meetings of the

Board, the Academic Council and any other committees or bodies constituted under the provisions of the Act and the Statutes;

(v) to sign contracts on behalf of the University, as directed by the Chairperson;

(vi) to maintain general discipline of the University office(s);

(vii) to represent the University in suits and proceedings in a court of law by or against the University, sign powers of attorney and verify pleadings in consultation with the Chairperson or depute his representative for the purpose;

(viii) to prepare and submit any information of the University required by the State Government, University Grants Commission and other statutory or Regulating Bodies in consultation with the President;

(ix) to maintain a record of all Degrees, Diplomas and Certificates conferred by the University; and

(x) to perform such other duties as may be prescribed by the Statutes, the Ordinances and Rules and Regulations of the University.

32. Appointment of the Chief Finance and Accounts Officer.- The Chief Finance and Accounts Officer shall be appointed by the President as per provisions of section 19 of the University Act on the recommendations of the Selection Committee consisting of the following, namely:-

(a) the President;

(b) an eminent educationist to be nominated by the Chairperson;

(c) an eminent educationist to be nominated by the Board;

(d) one expert of finance to be nominated by the Chairperson; and

(e) one expert not connected with the University, having knowledge of Finance and Accounts, to be nominated by the Chairperson of the University.

33. **Qualifications and experience.-** The minimum academic qualification and experience required for the post of Chief Finance and Accounts Officer shall be as under:-

(i) a Bachelor or master degree from a recognized university, and

(ii) at least 8 years experience in a responsible executive position in accounts/finance department preferably in a education institution or in a government department or a senior level position in a corporate sector.

34. **Functions and duties of Chief Finance and Accounts Officer.-** The Chief Finance and Accounts Officer shall perform the following functions and duties, namely:-

(i) to act as Member Secretary of the Finance Committee;

(ii) to maintain proper accounts of the receipts and expenditure of the University;

(iii) to prepare Statement of Annual Accounts of the University for placing before the Board and the State Government;

(iv) to arrange for annual audit of the University accounts by a registered Chartered Accountant/statutory Auditor and make available to the Auditor(s) all necessary information and records;

(v) to review the accounts of the University and prepare the replies to all the audit objections;

(vi) to give his opinion or advice on such financial matters as may be referred to him by the Board, the Chairperson, or the President;

(vii) to keep a constant watch on the state of the cash and bank balance and on the state of investments;

(viii) to prepare the annual budget and estimates for the forthcoming financial year in consultation with the Finance Committee;
(ix) to ensure that the registers of buildings, land, furniture and equipment are maintained up-to-date and that stock-checking is conducted, of equipment and other consumable materials in all offices, Departments etc.;
(x) to call for any information from any office, Department that he may consider necessary for the performance of his duties with the permission of the President; and
(xi) to perform such other duties as may be prescribed by the Statutes, the Ordinances and Rules and Regulations of the University.

35. Appointment of the Provost.- (1) The Provost shall be appointed by the President from amongst the senior teachers of the University with the prior approval of the Chairperson for a term of three years and shall be eligible for reappointment.
(2) The Provost may be removed from his office by the President on the ground of misconduct, inefficiency, financial irregularity or any other reason as may be considered not in the interest of the University.

36. Functions and duties of the Provost.- The Provost shall perform the following functions and duties namely: -
(i) to keep constant close contact with various unions of the teachers and employees and to keep informed the President regarding their activities;
(ii) to promote fraternity and cordial relations among the teachers, employees and the management;
(iii) to admonish University teachers and employees to act as good-will messengers of the University outside the campus and build up an ideal image of the University in the society;
(iv) to encourage teachers and employees to act or conduct themselves in a manner so as to make the University a centre of excellence;
(v) to make active efforts to bridge the gap, if any, in the levels of understanding among teachers and employees;
(vi) to develop among teachers and employees a culture of respect for the preservation of the University property; and
(vii) to perform the duties as assigned by the President from time to time.

37. Appointment of the Proctor.- (1) The Proctor shall be appointed by the President from amongst the senior teachers of the University with the prior approval of the Chairperson for a term of three years and shall be eligible for reappointment.
(2) The Proctor may be removed from the office by the President on the ground of misconduct, inefficiency, financial irregularity or any other reason as may be considered not in the interest of the University.

38. Functions and duties of the Proctor.- The Proctor shall perform the following functions and duties, namely:-
(i) to take care of discipline among the students;
(ii) to create among the students a sense of pride and 'we feeling' for the University and inspire them to act as its goodwill messengers;
(iii) to encourage students to behave or conduct themselves in a manner so as to make the University a centre of global excellence;

(iv) to make active efforts to bridge the gap, if any, among the common students and their forums in the levels of understanding regarding the various policies and practices of the University;
(v) to appoint a Proctor Committee on the directions of the President;
(vi) to act as Member-Secretary of any Disciplinary Committee constituted by the President for taking action against any student; and
(vii) to maintain proper record of disciplinary actions taken against any student and matters related therewith.

39. Appointment of the Dean.- The Dean of a Faculty shall be appointed by the President for a period of three years from amongst the Professors and in case there is no Professor in a Faculty, from amongst the Associate Professors.

40. Functions and duties of the Dean.- The Dean shall perform the following functions and duties namely;-

(i) to preside at the meetings of the Faculty and to record its proceedings;
(ii) to be responsible for the due observance of the Statutes, Ordinances, Rules and Regulations relating to the Faculty concerned; and
(iii) to be present and speak at the meetings of the Board of Studies relating to the Faculty concerned but not to vote thereat unless he is a member thereof.

41. Other Officers.- In addition to the officers specified in section 11 of the Act, , the following shall also be the officers of the University, namely:-

(i) the Controller of Examination;
(ii) the Head of the Department;
(iii) the University Librarian;
(iv) the Director Physical Education; and
(v) the Deputy Registrar/the Assistant Registrar.

42. Controller of Examination.- Controller of Examination shall be appointed by the Board of Management as per norms and qualification prescribed by the UGC, from time to time, on the recommendation of a Selection Committee constituted under Statute 29 for the post of Registrar.

43. Functions and duties of the Controller of Examination.- The Controller of Examination shall perform the following functions and duties, namely:-

(i) to conduct the examination of the University and perform such functions and discharge such duties as are necessary therefor, and all maters ancillary and supplementary to the examinations;
(ii) to make suitable arrangements with respect to the examination centers, the setting and printing of question papers and the supply of question papers to such centres; and
(iii) to perform such other functions as may be required by the Chairperson or the President.

44. Head of Department.- (1) There shall be a Head of the Department for each department. He shall be incharge of all academic and administrative activities of the Department.

(2) Head of the Department shall be appointment by the President from amongst the senior teachers of the Department for a period of three years.

45. University Librarian.- (1) There shall be a Librarian for the Library of the University.

(2) The University Librarian shall be appointed by the Board of Management as per norms and qualifications prescribed in prevailing UGC Regulations on the recommendation of the Selection Committee as provided in the UGC Regulations.
(3) He shall be incharge and custodian of the books in the University Library.

46. Director of Physical Education.- (1) There shall be a Director of Physical Education of the University.
(2) The Director of Physical Education shall be appointed by the Board of Management on the recommendation of the Selection Committee. The qualification and selection committee for Director of Physical Education shall be as provided in the UGC Regulations.
(3) He shall be incharge of all the sports activities of the University.

47. Dy. Registrar/ Assistant Registrar.- (1) There shall be one or more Dy. Registrar/Assistant Registrar of the University.
(2) The Dy. Registrar/Assistant Registrar shall be appointed by the Board of Management on the recommendation of a Selection Committee constituted under Statute 29 for the post of Registrar.
(3) The Dy. Registrar/Assistant Registrar shall hold such qualifications and experience as are prescribed in the UGC Regulations:

Provided that minimum qualifications shall not be insisted upon for candidates who have served as Deputy Registrar or Assistant Registrar in other Universities for at least 2 years and who have not completed age of 70 years.
(4) Dy. Registrar/Assistant Registrar shall perform such duties and functions as may be required by the Registrar and the President.

PART–4
APPOINTMENT OF TEACHERS

48. Institution of teaching posts.- The first teaching posts in the University shall be instituted as may be determined by the Board of Management on the recommendation of the President. The number of the posts shall be determined after assessing ~~by~~ the work load of programmes offered by the university as per Schedule-II. Thereafter, the Board shall determine on the recommendations of the Academic Council the number of the teaching posts of Professor, Associate Professor, Assistant Professor or any other category of University teachers.

49. Appointment of Teachers.- The appointment of teachers of the University shall be made in accordance with the norms and qualification prescribed by the prevailing regulations of relevant Regulating Bodies.

50. Scales of pay of University Teachers.- The pay scales and allowances of the University teachers shall be as prescribed by the prevailing regulations of relevant Regulating Bodies.

51. Reservation of posts.- Reservation in teaching posts shall be provided as per the policy of the State Government for private universities, from time to time**.**

52. Duties of the University Teachers.- Following shall be the duties of the University teachers, namely:-

(i) to engage themselves in research and teaching Post-Graduate and Under Graduate classes;

(ii) to guide and supervise research work, wherever permissible, of such students as are assigned to them by Research Board in accordance with prevailing UGC Regulations;
(iii) to give extension lectures, if required;
(iv) to do such examination work as is assigned by the authorities, from time to time; and
(v) to observe code of conduct for teachers as provided in the Ordinances of the University.

PART-5
TERMS AND CONDITIONS OF SERVICE OF UNIVERSITY EMPLOYEES

53. Absorption of Teachers and Employees.- (1) All the teachers and employees working in the institutions being run by the sponsoring body shall be deemed to have been absorbed in the University, if willing and found qualified as per UGC Regulations, by a screening committee constituted by the Board of Management. They shall thereafter be treated as directly selected teachers, officers and employees of the University and accordingly absorption orders shall be issued by the University.
(2) All the absorbed teachers and officers as per sub-statute (1) above shall be placed in the University as per their qualification, wherever they fit according to the UGC norms and regulations and employees other than teachers and officers shall be placed according to the requirement of the University.
(3) In no case, the salary and other service conditions of the absorbed employees shall be changed to their disadvantage.

54. Appointment of employees of the University.- (1) The appointment, the terms and conditions of the service, period of probation, confirmation in service, disciplinary proceedings including penalties of all employees and their functions shall be such as are provided in the Ordinances or Service Rules of the University in force, from time to time.
(2) Reservation in non-teaching posts shall be provided as per the policy of the State Government for private universities, from time to time**.**

55. Termination, Discharge, Dismissal and Removal.- (1) When a teacher/officer/ employee has been accused of some such serious criminal charge, grave misconduct, negligence of work, misbehaviour or insubordination which may adversely affect the academic life of the University, the President may constitute an Enquiry Committee.
(2) During Pendency of such enquiry, the President may suspend the concerned teacher/officer/employee.
(3) In case a criminal case has been registered against a teacher or an officer or an employee in a Police Station or a Court of Law, he may forthwith be suspended on receipt of such information by the President.
(4) The Enquiry Committee appointed by the President under sub-statute (1) above shall meet and after giving a reasonable opportunity of hearing to the concerned teacher/officer/employee shall submit its report to the President recommending suitable punishment. Whereupon the President shall submit the whole record of the case for the consideration of the Chairperson who shall take a decision as is required by the facts and circumstances of the case and the law applicable to such a case.
(5) A teacher or an officer or an employee aggrieved of such decision against him may prefer an appeal to the Board and the Board may take final decision in the matter.

PART–6
PROCEDURE OF ARBITRATION

56. Procedure of Arbitration.- (1) An employee in dispute with the University arising out of the contract of employment may make a request, in writing, to the Registrar for referring such dispute to a Arbitral Tribunal.
(2) A student in dispute with the University arising out of any disciplinary action taken against him may make a request in writing to the Registrar with in a period of thirty days from the date of disciplinary action, for referring such dispute to a Arbitral Tribunal.
(3) The Registrar on receipt of a request under sub-statute (1) or (2) above, as the case may be, shall, if also directed by the President, initiate proceedings for constitution of a Arbitral Tribunal in accordance with the provisions of the Arbitration and Conciliation Act, 1996 (Central Act No. 26 of 1996).
(4) The Arbitral Tribunal shall dispose of the dispute in accordance with the procedure as prescribed under the Arbitration and Conciliation Act, 1996 (Central Act. No. 26 of 1996).
(5) A person aggrieved with the award of such a Tribunal may prefer, within thirty days from the date of such award an appeal to the Board whose decision in the matter shall be final.

PART–7
DEGREES AND CONVOCATION

57. Grant of Degrees.- (1) The University shall have the power to undertake study and research and award Degrees, Diplomas and Certificates therefor in any of the disciplines mentioned in Schedule-II of the Act and in disciplines allowed by the State Government as per provision of section 4 of the Act.
(2) The University may confer the following degrees honoris causa, namely:-
(i) D. Litt. (Doctor of Literature).
(ii) D. Sc. (Doctor of Science).
(iii) LL.D. (Doctor of Laws).

58. Conferment of Honorary Degrees.- (1) There shall be a standing committee for the conferment of honorary degree consisting of the following, namely:-
(i) The President;
(ii) The sitting or retired Judge of the Rajasthan High Court; and
(iii) The Dean of the faculty concerned.
(2) No honorary degree, diploma or other academic distinction shall be conferred on any person unless the proposal for the conferment thereof has been :-
(a) made by the committee constituted under sub-statute (1) above;
(b) passed by the Academic Council;
(c) approved of by the Board of Management; and
(d) confirmed by the Chairperson.

59. University Convocation.- (1) The University Convocation for the purpose of the conferring the degree of LL.D., D.Litt., D.Sc., Ph.D. and all other degree of the University and for awarding Gold Medals/prizes/University Athletics or tournaments Challenge or Trophies shall, as for as possible, be held in the University as per UGC Regulations.
(2) The procedure to be observed at the Convocation shall be as prescribed by the Ordinances of the University.
(3) All degrees / diplomas shall be approved at a meeting of the Board of Management before the University Convocation. The Degrees/Diplomas shall bear the date on which the Board passes the grace.

60. Withdrawal of Degrees/Diplomas.- The Board of Management may, on the recommendation of the Chairman of the Academic Council, by a resolution passed with the concurrence of not less than two-third of the members voting, withdraw any degree, diploma or any distinction conferred by the university:

Provided that before taking action contemplated in this Statute, it shall be incumbent upon the Board of Management to notify the person concern of the action contemplated and to give him an opportunity to tender either in person or by a written statement within 15 clear days from date of issue of such notice, such defence as he may wish to put up. The Board of Management after taking into consideration the defence so set up, shall take decision to withdraw or not to withdraw the degree/diploma etc.

PART–8
FEE CONCESSION, SCHOLARSHIPS AND FELLOWSHIPS, INSTITUTION OF MEDALS AND PRIZES

61. Exemption of Students from payment of tuition fee.- (1) The policy of exemption of needy students from payment of tuition fee shall be laid down by the Board.

(2) The President shall constitute for each academic session a fee concession committee consisting of Head of the Departments to recommend full or half freeships to the needy students.

(3) The President, on the recommendation of the Fee Concession Committee of the University, shall give either full or part exemption from payment of tuition fee.

62. Fellowships and Scholarships.- (1) The Academic Council may propose to the Board for the institution of any Fellowships and Scholarships and recommending suitable amount therefor.

(2) Fellowship shall be tenable for one year in the first instance, but may, in special cases be extended for a further period of one year.

(3) Conditions for the award of Fellowships and Scholarships shall be prescribed by the Ordinances.

63. Medals and prizes.- (1) The medals for academic excellence of a student in the class or a course may be instituted by the Board on the recommendation of the Academic Council.

(2) Any private person, trust or agency may propose the institution of a medal for a certain course(s). Such proposal shall be considered by the Academic Council on merit. The Academic Council may recommend such proposal for the approval of the Board.

(3) Prizes may be awarded to the students for their outstanding performance in sports, cultural activities, debates, seminars or other like activities.

PART–9
POLICY OF ADMISSIONS, NUMBER, ALTERATION AND RESERVATION OF SEATS

64. Policy of Admissions.- (1) The University shall be open to all persons of either sex, and of whatever race, creed, caste, or class.

(2) Admission in the University shall be open to Indian citizens or Non-Resident Indians. However, the University shall also admit foreign students as per the guidelines of State and having eligibility and equivalence as per norms of Regulating Bodies:

Provided that titles, eligibility criteria and duration of programmes shall be strictly as per the provision of the UGC Regulations.

Provided further that lateral entry shall be allowed only as per the provisions of regulations of the Regulating Bodies.

Provided also that equivalence for entry level eligibility shall be decided as per Association of Indian Universities (AIU) for foreign students.

Provided also that no students passing eligibility examination from unrecognized board or unrecognized university shall be allowed admission or grant of degree by the university.

(3) Admissions in all courses of the University shall be made as per the provisions of section 32 of the Act.

(4) Admission of NRI/Foreign students shall be made as per the provisions of law or guidelines or instructions issued by the Regulating Bodies, from time to time

(5) Where admissions are to be given by an agency determined by State or Central Government, the University shall follow the norms and procedure prescribed for such admission programme.

(6) The University where necessary, may also consider score/merit in Entrance Tests conducted by any other State level /National level agency appointed by the relevant government for admission to any programme.

(7) Such students as are enrolled by duly constituted University in the country may be allowed to migrate to the University with the approval of Academic Council as per the guidelines or instructions issued by the Regulating Bodies.

65. Number of Seats in the University.- The Board of Management/Academic Council shall fix the number of seats in the different courses of the University at the beginning of each academic session in accordance with availability of teachers and infrastructure and as per the permission received from Regulating Bodies.

66. Alteration of seats in different courses.- (1) The Academic Council may propose the alteration of seats in different courses to the Board through the President.

(2) The President may, after considering the proposal received for alteration of seats, recommend the alteration of seats to the Board stating reasons for such alteration.

(3) The Board may approve the alteration as proposed by the Academic Council and recommended by the President:

Provided that such alteration shall not be made for those courses for which specific number of seats is permitted by the Regulating Bodies.

67. Reservation of Seats.- (1) Reservation in admission to the University for Scheduled Castes, Scheduled Tribes, Backward Classes, More Backward Classes, Women, Economically Weaker Sections and Person with bench mark disability shall be provided as per the policy of the State Government.

(2) In respect of candidates belonging to cast or class for which seats are reserved in courses of study, the Government rules shall be applicable for determining the eligibility criteria for admission.

PART–10
FEES AND ITS REVISION

68. Fee structure.- (1) The Academic Council shall propose the fee structure of each course to the Board through the President after considering the following factors, namely:-

(i) the proposed fee is sufficient for generating resources for meeting the recurring expenditure of the University;

(ii) the savings required for the further development of the University; and

(iii) the proposed fee is not excessive.

(2) The fee structure approved by the Board shall be submitted to the committee constituted by the State Government under section 33 of the Act.

PART–11
ACCOUNTING POLICY AND FINANCIAL PROCEDURE

69. General Fund of the University.- (1) All contributions from the Sponsoring Body, all revenues received by the University, all loans raised, all moneys received in repayment of loans and the gifts received by the University shall form one General Fund to be known as the General Fund of the University.
(2) No moneys out of the General Fund of the University shall be appropriated except in accordance with law and for the purposes and in the manner provided in the Statues, Ordinances, Rules or Regulations of the University.
(3) The General Fund of the University shall be administered by the Board.

70. Accounting Policy and Financial Procedure.- (1) The University shall maintain its accounts on mercantile basis.
(2) The Accounting Policy and Financial procedures of the University shall be maintained in accordance with the rules and in the manner laid down in the Accounts Code of the University duly approved by the Board.
(3) Unless otherwise provided, the financial statements of the University shall be prepared under the Historic Cost Convention and in accordance with the applicable Indian Accounting Standards.
(4) The fixed assets shall be stated at cost of acquisition and reduced by accumulated depreciation. The cost shall include expenditure during construction period and the assets brought to working condition for their intended use.
(5) The University shall charge depreciation on fixed assets by following the written down method at the rates prescribed under the Income Tax Act, 1961, and the rules and amendments made thereunder.
(6) Revenue shall be booked in the accounts in the financial year for which it is received.
(7) The University accounts shall be audited by auditors designated by the Board every year. The audited accounts shall be tabled before the Board by the Chief Finance and Accounts Officer annually. The annual budget of the University shall be introduced in the Board for its sanction by the President in consultation with the Chairperson and copies of annual accounts and balance sheet so prepared shall be presented to the State Government.

71. Annual Reports and Accounts.- (1) The Budget estimates for the forthcoming year shall be prepared by the Chief Finance and Accounts Officer and submitted to the Board through Finance Committee.
(2) The annual report and the annual accounts and balance sheets are to be prepared by the Chief Finance and Account Officer and submitted to the Board through the Finance Committee.
(3) There shall be an annual detailed audit by a registered Chartered Accountant.

PART–12
CREATION OF NEW DEPARTMENTS AND ABOLITION OR RESTRUCTURING OF EXISTING DEPARTMENTS

72. Creation of new Departments.- The Board of Management may create a new Department on the recommendation of the Academic Council subject to provision of Schedule-II, permissions for new courses received under section 4 of the University Act and permissions received from Regulating Bodies, if required. The Order of creating a new department(s) shall also provide for the courses of study and degrees to be awarded.

73. Abolition and restructuring of existing Departments.- The Board may abolish or restructure any existing Department of the University on the recommendation of the Academic Council.

PART–13
CREATION AND ABOLITION OF POSTS

74. Creation of posts.- (1) The Board, on the recommendation of the Academic Council, may create new posts in any Department of the University.
(2) The posts created by the Board shall be filled by the selection process of the University.

75. Abolition of posts.- The Board, on the recommendation of the Academic Council, may abolish any existing post(s) in any Department of the University.

By order of the Board of Management of the
Apex University, Jaipur

(Dr. Pankaj Kumar Sharma)
Registrar"

[No. F. 3 (3) Edu.4/2020]
By order of the Governor,

N.L.Meena,
Secretary to the Government.

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